



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 12620.1A
01

FEB 25 1999

NSHS BETHESDA INSTRUCTION 12620.1A

From: Commanding Officer

Subj: ALTERNATE WORK SCHEDULES

Ref: (a) Title 5, USC Chapter 61, Subchapter II
(b) Public Law 99-196
(c) FPM 990-2, Books 610 and 620
(d) NSHSBETHINST 7420.1E
(e) DFAS-FSA PENSACOLA/DCPS; UM, 02A

Encl: (1) Work Request Master Form
(2) Work Schedule Request Form

1. **Purpose.** To provide a uniform policy and procedures for the administration of the Alternate Work Schedules (AWS) program at the Naval School of Health Sciences, Bethesda.

2. **Cancellation.** NSHSBETHINST 12620.1

3. **Applicability.** This instruction applies to all civilian government employees assigned to the Naval School of Health Sciences (NSHS), Bethesda, Maryland.

4. **Background.** The Federal Employees Flexible and Compressed Work Schedule Act of 1978 suspended for three years certain overtime provisions of reference (a) to permit experimenting with a wide range of flexible and compressed work schedules in Federal agencies. This law required the Office of Personnel Management (OPM) to monitor, evaluate, and report to Congress results of the experiment. Subsequent laws extended the provisions through December 1985. Results of the experiment indicated that the use of flexible and compressed work schedules has the potential to improve productivity in the Federal Government while providing greater service to the public. Accordingly, Congress approved and the President signed reference (b) giving Federal agencies authority to set up AWS on a permanent basis.

5. **Action.** All employees participating in the AWS program shall comply with the policies and procedures contained in this instruction.

6. **Forms.** The Work Request Master Form and the Work Schedule

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Request, enclosures (1) and (2) will be stocked in each directorate.

7. **Authority.** Per reference (c), the Chief of Naval Operations (CNO), has authorized various AWS programs. The CNO has delegated approval authority for AWS programs within the Navy Medical Department to the Chief, Bureau of Medicine and Surgery (BUMED). This command has obtained approval from BUMED to offer the following AWS programs to its civilian staff: Gliding Schedule (GS), Flexitour, and Compressed Work Schedule (CWS). Additional AWS programs must be approved through the chain of command.

8. **Policy**

a. Alternate Work Schedules are schedules which allow for some flexibility in starting times, or a schedule that compresses the workweek into a period shorter than 5 days. The three categories of AWS approved for use at this command are:

(1) Gliding Schedule. A gliding schedule enables participating full-time employees to adjust their arrival and departure times daily within the authorized flexible band. The authorized flexible band for any employee's arrival at work begins with the start of the command's authorized standard range of work hours (0600) and ends with the start of defined core hours (0900). Personnel on a gliding schedule are required to work 8 hours a day, 5 days a week. Neither credit hours nor core time deviation are authorized under a gliding schedule.

(2) Flexitour (Fixed Schedule). A fixed schedule of work hours that differ from the command's standard duty hours of 0730-1600, as established. Personnel on a Flexitour must work 8 hours a day, five days a week. Personnel on a flexitour (fixed schedule) may not adjust their arrival and departure time on a daily basis, as can be done on a gliding schedule. An example would be to arrive at 0715 and depart at 1545, Monday - Friday.

(3) Compressed Work Schedule. This is any schedule that enables a full-time employee to work 80 hours per pay period in less than 10 work days and for more than 8 hours per day.

b. The objective of adopting AWS within NSHS is to fully support mission accomplishment while improving the efficiency and productivity of operation; enhancing personnel recruitment and retention; possibly reducing absenteeism; decreasing overtime expenses; and furthering employee job satisfaction and morale by improving the quality of work life.

c. Employee participation in the AWS program is voluntary,

and all full-time employees may participate, provided it does not interfere with effective mission accomplishment or the performance of officially assigned duties. A reasonable effort will be made to accommodate individual work schedule requests. Individuals who elect not to participate in the AWS program will remain on the command's standard duty hours as defined in paragraph 9.h.

d. Incumbents of certain positions, because of the nature of their work, may be required to remain on a regular work hour schedule, i.e., 8 hours per day, 5 days per week. In cases where an AWS would not be practical because of the type of work to be performed or because of staffing levels, the director or their designees, as appropriate, has the option of exempting individuals or organizational elements from participating in the AWS program. Those employees who are unable to participate in AWS will continue to work their authorized work schedules.

e. First level supervisors maintain the responsibility for monitoring time and attendance for all their employees, including those whose schedules fall in whole or in part outside the supervisor's work schedule. This responsibility includes establishing procedures, as necessary, to assure accurate time and attendance reporting.

f. Every effort will be made to comply with an employee's selection of a work schedule option; however, directors retain the right to set up or change any work schedule in order to avoid adverse impact on daily operations.

g. Work schedules will be established to show work hours under the alternate work schedules. Enclosure (2) provides a work schedule request form. This form must be used by the supervisors to record the employee's work schedules.

h. Authority and accountability for administration of the AWS rests with the director or his designees, as appropriate, who will serve as work schedule managers (WSM) for their respective subordinates.

9. Definitions

a. Standard Workday. Consists of 8 hours plus a 30 minute lunch break.

b. Compressed Workday. Consists of 9 hours plus a 30 minute lunch period, or 10 hours with a 30 minute lunch period.

c. Standard Workweek. An approved 40-hour workweek consisting of five 8-1/2 hour workdays (including a 30 minute

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lunch break/period).

d. Full-time Employee. An employee who has a set 80-hour work requirement per biweekly pay period.

e. Part-time employee. An employee who has a set work requirement per pay period that is less than 80 hours.

f. Compressed Work Schedule. An approved work schedule that enables a full-time employee to fulfill the basic 80-hour requirement per biweekly pay period in less than 10 workdays.

g. Core Days. The designated portion of each week when all personnel on a compressed work schedule must be either on duty or on leave. The core days for each directorate or department, as appropriate, are established by the director or his designee. The core days will be the same for each week.

h. Standard Duty Hours. The standard duty hours for each directorate are 0730-1600 with a 30 minute lunch break. Personnel not participating in the AWS program shall continue to work the command's established standard duty hours. Supervisors will ensure that AWS staffing schedules will ensure the availability of sufficient personnel to conduct routine business during these hours.

i. Standard Range of Work Hours. The daily range of hours during which employees may be present at work. The standard range of work hours for NSHS employees varies with each AWS as indicated:

(1) Gliding Schedule: 0600-1730

(2) Flexitour (Fixed Schedule): 0600-1730

(3) Compressed Work Schedule: 0600-1800

j. Core Hours. The designated portion of each day when all personnel participating in the gliding schedule or flexitour (fixed schedule) must be on duty.

(1) Gliding Schedule. Core hours for the gliding schedule are 0900-1430.

(2) Flexitour (Fixed Schedule). Core hours for this program are from 0900-1430.

(3) Compressed Work Schedule. Core hours do not apply to this schedule.

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k. Flexible Band (also known as flexible time). The period of time within which an employee who is participating in the Gliding Schedule may adjust their arrival time without prior approval. The flexible band for an employee's arrival at work begins with the start of the command's authorized standard range of work hours(0600) and ends with the start of defined core hours (0900).

l. Lunch Break. An employee must take a half-hour lunch break during the workday, regardless of his/her participation in an authorized model of the AWS. The lunch break will not be taken at the end of the workday to allow an employee to leave early without charging leave.

m. Work Schedule Request Form. The Work Schedule Request Form, enclosure (2), will be used to record the preference of all personnel participating in the AWS program, per reference (d).

10. Responsibilities

a. Human Resources Office, Washington, DC (HRO-W), Bethesda satellite office is responsible for:

(1) Providing policy guidance to managerial, supervisory, and timekeeping personnel on all aspects of the AWS program.

(2) Appraising the AWS program from an organizational effectiveness standpoint, reporting the result, and making recommendations accordingly.

(3) Providing procedural guidance to managerial, supervisory, and timekeeping personnel concerning AWS program administration.

(4) Providing AWS information to all personnel at NSHS.

b. Directors (or designees) are responsible for:

(1) Ensuring mission accomplishment through establishment of efficient and equitably managed work schedules within their organization.

(2) Serving as the Work Schedule Manager (WSM) or designating WSM(s) for their organizational component.

(3) Establishing appropriate work schedules.

(4) Ensuring that they and their subordinates become aware of and comply with the provisions of this instruction.

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(5) Ensuring that attendance and leave are approved, recorded, and reported following the provisions of this instruction.

c. Timekeepers are responsible for:

(1) Maintaining a current file of copies of all completed enclosures.

d. Employees are responsible for:

(1) Complying with the provisions of this instruction.

11. Procedures

a. Gliding Schedule. Established core hours for gliding schedule participation are 0900-1430. The standard range of hours during which an employee on the gliding schedule may be authorized to work are 0600 to 1730, Monday through Friday. Employees who work the gliding schedule will not have tardiness excused. The concept of a gliding schedule allows an employee to adjust his/her daily arrival time provided the arrival time falls between commencement of the command's established standard range of work hours (0600) and the start of the command's established core hours (0900).

b. Flexitour (Fixed Schedule). Employees who work Flexitour schedules (fixed arrival and departure times) may have tardiness excused (TEX) in accordance with reference (d).

c. Compressed Work Schedule. Employees covered by a CWS, shall work 80 hours in a pay period. Established core days are normally Tuesday, Wednesday, and Thursday unless otherwise established by the director or his/her designee. The concept of CWS allows an employee to replace the basic workweek with a compressed work schedule. The two authorized CWS plans are:

(1) 5-4/9 Plan. Each employee will work an 80-hour biweekly period compressed into eight 9-1/2 hour days and an 8-1/2 hour day (including a 30 minute lunch break) and 1 day off to complete the basic work requirement of 80 hours for a biweekly pay period. The "day off" is a day which the employee and supervisor have mutually agreed to be the scheduled day off. The "day off" cannot be changed from pay period to pay period unless the supervisor approves the request in unusual cases at least one pay period in advance.

(2) 4 Day Workweek. Employees shall work for 10 hour days excluding a 30 minute lunch break to complete a basic work requirement of 80 hours for a biweekly pay period. The

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established 4 day workweek is mutually agreed upon between the employee and the supervisor. The four days worked will be the same four days each week. This cannot be changed from pay period to pay period unless the supervisor approves the request in unusual cases at least one pay period in advance.

d. All employees who desire to work an AWS must request that schedule in writing. Prior to starting an AWS, department heads must send the AWS request forms (enclosure (2)) to their director for approval. Any employee who does not request an AWS in writing will be assigned the Standard Duty Hours.

e. All employees covered by this instruction will complete and submit a work schedule request form to their WSM, enclosure (2).

f. The WSM shall approve or disapprove each work schedule request and notify subordinate employees.

g. Where supervisors determine that requested participation in the AWS program must be denied for operational reasons, the individual(s) will be notified in writing with a copy to HRO-W via department heads and directors.

12. Administrative Procedures for AWS

a. Timekeepers/Alternates. Timekeepers or alternates will maintain a schedule of work times for each employee using enclosure (1). For employees who are participating in the AWS, changes to the set work schedules must be approved by the supervisor. For timecard purposes, the timecard must annotate 8-hour days, 9-hour days, etc., and the compressed day off. The AWS Directorate must be written in the "Tour" section on the timecard.

b. Annual and Sick Leave. The policies and procedures for requesting leave will remain the same, except the amount of leave taken for the entire day will be recorded as 8 hours for the 8-hour day and 9 hours for the 9-hour day, etc.,

c. Holidays

(1) The number of hours credited for a holiday will be determined by the employee's alternate work schedule. An employee scheduled to work 8 hours on the day a holiday falls will receive credit for 8 hours of holiday pay and an employee scheduled to work 9 hours on the day a holiday falls will receive credit for 9 hours of holiday pay, etc.,

(2) When the holiday falls on a CWS employee's scheduled

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"day off", the day off will be changed for that pay period only and the following rules apply:

(a) When the holiday falls on a Friday, the preceding workday (Thursday) will be designated as the CWS employee's day off instead of the holiday.

(b) When the holiday falls on a Monday, the preceding workday (Friday) will be designated as the CWS employee's holiday and Monday will be employee's day off.

d. Holiday Pay. A full-time employee who works on a holiday is entitled to holiday pay plus basic pay for the hours worked on. Employees working on a holiday must document overtime worked by submitting an overtime request per reference (e).

e. Excused Absence. Excused absence from duty may be administratively authorized without loss of pay and without charge of leave, e.g., OPM dismisses Federal agencies because of inclement weather. If such absence is authorized during an employee's scheduled day off, employees will not be given equivalent time off at a later date.

f. Court Leave. Supervisors will determine on a case-by-case basis whether an employee will remain on CWS or convert to the standard workweek (5 days, 8-1/2 hours per day) while on court leave. The following guidelines shall apply.

(1) An employee who is under summons from a court to serve on a jury will be placed on the basic workweek and will continue to work that schedule for the entire pay period.

(2) An employee who is summoned or assigned by NSHS to testify in an official capacity or to produce official records at a judicial proceeding may continue working his or her CWS.

(3) An employee who is summoned as a witness in a judicial proceeding to testify in a non-official capacity may continue to work his or her CWS.

g. Military Leave. A CWS employee who is a member of the National Guard or Armed Forces Reserve, upon presentation of competent orders, must convert to the basic work week while on military leave.

h. Travel and Training. Supervisors will determine on a case-by-case basis if an employee will remain on CWS or convert to the basic work week (5 days, 8-1/2 hours per day) while on TAD or training status. The following guidelines shall apply:

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(1) Employees in a training status will be placed on the basic work week and will continue to work that schedule for the entire pay period in which the training occurs, unless the employee returns to his or her job site after each day's session to continue working his or her CWS.

(2) Employees in a TAD status will be placed on the basic workweek and will continue to work that schedule for the entire pay period in which the TAD occurs.

13. **Timekeeping.** Detailed guidance and procedures for the administration of the timekeeping function are provided by the Comptroller in reference (d). For employees participating in the AWS Program, timekeepers shall submit a Work Schedule Change Form at least one pay period before the change to AWS, as well as a timecard with the appropriate AWS code annotated in the "Tour" block each day.

14. **Abuse.** Any employee failing to comply with the spirit of the AWS Program, abusing AWS privileges, or falsifying time and attendance records, will be prohibited from participating in the AWS Program and may be subjected to appropriate disciplinary action.

15. **Individual Responsibility.** The AWS allows each individual a measure of personal control over working hours which previously was not possible. This new freedom is accompanied by a high degree of responsibility to ensure hours actually worked are properly documented to alleviate any perception of fraud, waste and abuse. Maximum cooperation between personnel and supervisors must be exhibited to make sure the AWS Program is effective and beneficial to both the command and the employee.



D. A. WYNKOOP

Distribution:
Lists I

AWS

(CHECK DAY OFF)

[illegible]

ENCLOSURE (1)

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SAMPLE WORK SCHEDULE REQUEST (WSR) FORM

From: Employee
To: Director
Via: Department Head/Supervisor

(Date)

Subj: Alternate Work Schedule Request

1. I voluntarily request (Check one):

() Gliding schedule program. I understand that my established schedule will be the standard work hours of the command (0730-1630) five days per week, but that I may vary my arrival and departure time within the guidelines of NSHSBETHINST 12620.1

() Flexitour (Fixed Schedule) consisting of a 40 hour work week schedule comprised of FIVE 8-1/2 hour workdays. I request my standard work hours to be:

Start Time: _____ Stop Time: _____

() Compressed Work Schedule. I request _____
(day of week) to be my standard day off during each pay period.
I request my standard work hours to be:

Start Time: _____; Stop Time: _____ (8-1/2 hour day)
Start Time: _____; Stop Time: _____ (9-1/2 hour day)
Start Time: _____; Stop Time: _____ (10-1/2 hour day)

Employee Signature

(Date)

From:
To:

1. Your alternate work schedule is:

() Approved
() Approved with the following modifications: _____

2. () Your participation in the AWS program must be denied for the following operational reasons:

Work Schedule Manager

Enclosure (2)